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RULINGS OF STATES RELATIONS SERVICE ON USE OF SMITH-LEVER FUNDS.

1. Rulings relating to prohibitions in the Smith-Lever Act.

Section 5 of the Act contains the following express prohibitions:

"no portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in colleges, promoting agricultural trains, or any other purpose not specified in this act, and not more than five per centum of each annual appropriation shall be applied to the printing and distribution of publications."

Conferences of Extension Workers.

Expenses incurred in attending conferences of extension employees within the State to receive information to be used in extension work may be paid from Smith-Lever funds when the employee has received authority from the extension director to attend the conference.

Salaries or expenses of extension agents while taking courses of instruction in schools or colleges must not be paid from Smith-Lever funds.

Smith-Lever funds cannot be used for salaries or expenses of lecturers at college courses of instruction, such as short courses held at the colleges.

Fees, Association of Land-Grant Colleges.

Smith-Lever funds must not be used to pay a fee to the Association of Land-Grant Colleges.

Agricultural Trains.

Expenses connected with agricultural trains run in cooperation with railroads or other agencies must not be paid from Smith-Lever funds. An agricultural train is a special train carrying speakers with or without apparatus or exhibit materials and making stops at stations along the railroad line at which addresses on agricultural subjects are delivered or exhibits shown on the train or in its immediate vicinity. This prohibition does not apply to cars used by the college to transport demonstration material for use by extension agents at meetings held in different parts of the State.

2. Rulings relating to the terms or intent of special provisions in the Smith-Lever Act.

(Section 1) Transfer of funds to Cooperating Institutions or Agencies.

A land-grant college designated by the State legislature to receive the benefits of the Smith-Lever Extension Act has no authority to transfer Smith-Lever funds to any cooperating institution or agency and cannot relieve itself by any cooperative agreement from full responsibility for accounting for the use of all such funds or from the direct administration of the cooperative extension work in the State.

(Section 2) Expenses of Club or Farm Bureau Members.

Smith-Lever funds must not be used for travel, subsistence, tuition or other expenses of members of boys' and girls' clubs, farm bureaus, or other organizations or individuals in attending courses of instruction in schools or colleges or making tours of observation or for purchasing live-stock or other materials.

Exhibits at Fairs.

Exhibits prepared for fairs and paid for from Smith-Lever funds must be confined to those illustrating definite phases of extension work. Exhibits showing in a general way the equipment and work of the college or experiment station must not be paid for from Smith-Lever funds. These funds must not be used to relieve fair associations of expense for buildings, installation, labor, judging of exhibits, admission fees, etc., which they would otherwise bear, or to pay for exhibits of agricultural or other products or resources of communities, counties or States. In general, Smith-Lever funds should be sparingly used for exhibit purposes.

Expenses of Caring for Animals Belong to Club Members.

Smith-Lever funds must not be used for feeding and caring for animals belonging to club members, even when such animals are used as exhibits at fairs.

Musical Entertainment.

Smith-Lever funds must not be used to pay the expenses of musical entertainments given in connection with demonstrations, meetings or extension schools.

Prizes, Uniforms, Badges, Pennants, etc.

Smith-Lever funds must not be used for the purchase of uniforms, prizes, badges, pennants or other insignia used in connection with extension work or for travel in connection with the purchase of such things.

Purchase of Seeds, Fertilizers, etc.

Smith-Lever funds must not be used for the purchase of seeds, fertilizers or other materials for distribution to farmers or

others or for use in field demonstrations except when it can be clearly shown that provision for such demonstrations could not be made in any other way and that the importance of the demonstration outweighs the obvious disadvantage of such a practice as affecting the principle of self-help which demonstration work should always inculcate.

Extension Publications - Contents.

Publications prepared, printed, and distributed with Smith-Lever funds must be confined exclusively to those containing "useful and practical information" on subjects relating to agriculture and home economics, prepared in form suitable for use in extension work and certified to by the extension director as in "furtherance of the purpose" of the Smith-Lever Act. Reports of experiments or publications intended for use in schools should not be paid for from Smith-Lever funds.

College Announcements.

Smith-Lever funds must not be used to print or distribute announcements of short or long courses offered by the colleges, programs of college meetings or other college announcements.

Reports of Proceedings of Organizations.

Smith-Lever funds must not be used to print or distribute reports of proceedings of farm bureaus, councils of agriculture, or other organizations, even though the subject-matter of these proceedings relates wholly to agriculture or home economics.

Circulating Libraries.

Smith-Lever funds must not be used for the purchase, care or distribution of books which are to be circulated in farming or other communities.

Expenses of Farm Bureau Officials.

Smith-Lever funds must not be used to pay salaries, travel or other expenses of officials of farm bureaus or other similar organizations incurred in connection with extension work, because such officials are not extension employees.

(Section 3)

Use of Offset Funds.

Funds from any source used by any State as offset to Federal Smith-Lever funds must be used under projects approved by the Secretary of Agriculture for the same purposes and accounted for in the same way as Federal Smith-Lever funds.

Reserve Funds.

Smith-Lever funds budgeted as "reserves" or not allotted to any approved project must not be expended for any purpose until the Department has approved their use for particular projects.

Rent, Heat, Light, Power and Janitor Services.

Smith-Lever funds must not be used for rent of college buildings. Charges for heat, light, power, and janitor services made against Smith-Lever funds must be based on the actual service rendered to the extension Division of the College.

Interest and Sales Funds.

Interest on Smith-Lever funds and money accruing from the sale of property acquired by the colleges as the result of expenditures of Smith-Lever funds should in equity be used for extension work of the type required under the provisions of the Smith-Lever Act.

Salaries of Deans and Heads of Departments.

College officers must not receive any portion of their salary from Smith-Lever funds unless they regularly perform duties pertaining to extension work under approved project agreements or plans of work setting forth the nature and extent of these duties and the portion of their salaries which is to be paid for their performance.

(E. 101208)

Out of State Travel of Extension Employees.

Smith-Lever funds may be used for expenses outside the State:

- (1) In traveling to conferences called jointly by the States Relations Service and the Committee on Extension Organization and Policy of the Association of Land-Grant Colleges.
- (2) In traveling to conference with officials of the States Relations Service.
- (3) In bringing into the State persons to specifically advise extension workers in conference on approved projects.
- (4) When necessary in bringing in persons whose employment is under consideration or in visiting such persons up to a reasonable expense.
- (5) No other expenses for travel outside the State may be charged to Smith-Lever funds except those which will further in some definite way the work of a regularly approved project.
- (6) Travel outside the State for commercial purposes such as the purchase of live stock, seeds, etc., for individuals or groups of individuals should be borne by those directly benefited and not charged against Smith-Lever Funds.

Agencies to handle contributions from outside sources.

The following item regarding contributions of public and private agencies to enterprises involving cooperation with the Department of Agriculture, contained in the Agricultural Appropriation Act of 1919, applies to all funds used for cooperative extension work;

"That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture."

3. Statements relating to matters which will not be "mutually agreed upon by the Secretary of Agriculture and the State Agricultural College receiving the benefits of the Smith-Lever Act".

Farmers' Institutes.

The Department will not agree to the use of Smith-Lever funds for Farmers' Institutes unless they are planned and conducted in accordance with the terms of approved projects for this purpose.

Correspondence Courses.

The Department will not agree to the use of Smith-Lever funds for correspondence courses.

Permanent equipment in county offices.

The Department will not agree to expenditures from Smith-Lever funds for permanent equipment, such as desks, typewriters, etc., for use in county offices, owing to the difficulty of keeping track of such property and settling questions of ownership.

